



North Carolina Department of Health and Human Services
Division of Aging and Adult Services

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Michael F. Easley, Governor
Dempsey Benton, Secretary

Dennis W. Streets, Director
919-733-3983

August 6, 2008

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: ADULT CARE HOME CASE MANAGERS AND THEIR SUPERVISORS

SUBJECT: ADULT CARE HOME CASE MANAGEMENT SERVICES BASIC TRAINING

We are pleased to offer the Adult Care Home Case Management Services Basic Training in six locations this fiscal year: New Hanover County DSS, Wilmington NC, September 17, 2008; Martin Community College, Williamston, October 21, 2008; Guilford County DSS, Greensboro, November 21, 2008; Land of Sky Regional Council of Governments, Asheville, January 13, 2009; Johnston County DSS, Smithfield, March 17, 2009; and Western Piedmont Community College, Morganton, May 19, 2009. The one-day workshop is designed specifically for staff of county departments of social services, area mental health/developmental disabilities programs and case management providers contracting with local management entities who are responsible for providing adult care home case management services.

This essential training provides participants an opportunity to learn how to implement Adult Care Home Case Management Services as contained in the Adult Care Home Case Management Services Manual (Volume V, Chapter IX of the Family Services Manual) in compliance with law and policy. The workshop will begin promptly at 8:30 a.m. and will end by 4:30 p.m. By the end of the workshop, participants will have a working knowledge of Adult Care Home Case Management Services policy, procedures, and practice guidelines. The Adult Care Home Case Management policy manual is located on the Division of Aging and Adult Services website at <http://info.dhhs.state.nc.us/olm/manuals/doa/achcm/man/achcm.pdf>. You are expected to bring a copy of the manual and addendums with you to the training.

Charles Williams, Adult Services Program Coordinator, will conduct the workshops. Staff may register for whichever workshop location is most convenient. Your agency may register as many persons as deemed appropriate unless space becomes an issue at a particular training site.

You must pre-register even though there is no registration fee. Refreshments will not be provided, but participants are welcome to bring their own snacks and beverages to the training event. Space is limited at each site, so **please complete registration information at least two weeks in advance of the chosen event.** Registration is to be completed online at <http://www.ncswLearn.org>.

Registrants will be sent a confirmation letter, directions to the workshop site, and a list of local lodging accommodations. If you need additional workshop information, you may contact your Adult Programs Representative or Charles Williams at (919) 733-3818.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne P. Merrill".

Suzanne P. Merrill, Chief
Adult Services Section

SPM/cw

AFS-18-2008